

October 1, 2019

TO: Local Officer  
FROM: John T. Thomas, AEA Elections Coordinator

The AEA Board of Directors has approved the policies and procedures for the 2019-2020 AEA Regular Election and NEA State Delegates Election. **The deadline for nominating materials to be in the AEA office is 4:45 p.m. on Thursday, October 31, 2019.**

Enclosed you will find nomination materials for the following: AEA Board, Administrator Board, ESP Board, Postsecondary Board, and NEA State Delegates positions. The time schedule and positions available for the upcoming election are published in the October 2019 edition of the Alabama School Journal and are also available online at [www.myaea.org](http://www.myaea.org).

Please give special attention to the following items:

- **Pursuant to the Labor-Management Reporting and Disclosure Act (LMRDA), candidates cannot seek positions for more than one position on the respective board for which they are running (AEA Board, Administrator Board, ESP Board, or Postsecondary Board). Candidates may also seek an NEA Delegate position and board position in the same election.**
- **Active and Education Support Professional members of AEA are eligible for nomination, provided they meet the eligibility requirements.**
- **A separate nomination form is required for each position sought. Failure to submit separate nomination forms shall result in disqualification.**
- **Nomination form, biographical sketch, and photograph, with all required fields completed, must be received together via mail or email by the nomination deadline on the date specified. Failure to provide all required information in acceptable form by the stated deadline will result in disqualification. The biographical sketch of the nominee and the head-and-shoulders photograph are optional, **BUT MUST BE RECEIVED WITH EACH NOMINATION FORM BY THE NOMINATION DEADLINE** in order to be published in the candidate guide. Biographical sketches and photographs received after the nomination deadline will not be published.**
- **AEA district numbers, not UniServ District numbers, are required on the nomination forms.**

Please assist the Policies and Procedures Commission by informing your association members of the positions to be filled and the deadline for submitting nominations. Call Tina Collins in the Elections Office if you have any questions at 1-800-392-5839.

Enclosures

Cc: Sherry Tucker, President  
Charlene McCoy, Vice President  
Cathy McNeal, Secretary-Treasurer